



TOWN OF COLMA PROJECT PERMIT APPLICATION FORM

APPLICANT: For help in completing your application please refer to the Permit Application Guidelines (colored pages). Procedure and submittal requirements may vary depending on the type of permit you request.

Application for: (Check all applicable items:)

- | | |
|---|---|
| <input type="checkbox"/> Exemption from CEQA | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Negative Declaration (CEQA) | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> EIR (CEQA) | <input type="checkbox"/> Tree Permit |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Grading Plan |
| <input type="checkbox"/> Zoning Reclassification | <input type="checkbox"/> Planned Development |
| <input type="checkbox"/> Parcel Map / Lot Line Adjust. | <input type="checkbox"/> Design Review |
| <input type="checkbox"/> Subdivision Map (5 or more lots) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Variance | |

Existing Zoning designation of the Project Site: _____

Project Description: _____

Property Address: _____

Assessor's Parcel No.: _____ (Can be found on property tax bill.)

Applicant

Name: _____ Telephone No. _____

Mailing Address: _____

Name of Person or Entity carrying out the Project

Name: _____ Telephone No. _____

Mailing Address: _____

Property Owner (if different than applicant)

Name: _____ Telephone No. _____

Mailing Address: _____

This section to be completed by the Planning Department.

Application Submittal Checklist:

Date Rec'd Stamp

_____ Fee: \$ _____

_____ CEQA Fee: \$ _____

_____ Required Drawings Submitted

_____ Supporting Statements

**The Town of Colma Planning Department is open Monday - Friday
from 8:00am-12:00 noon and from 1:00pm to 5:00pm
Telephone: (650)-985-2590, FAX (650) 985-2578**

Project Description

Site Size: _____ Area of Buildings: _____
Number of floors: _____ Building Height: _____
Number of off-street parking spaces: _____ Covered: _____ Uncovered: _____
Area of landscaping (square feet): _____
(Note: An Irrigation Water Management Plan may be required.)
Proposed construction schedule: _____

Associated or related projects (include any relationship to a larger project):

If the project involves **residential** use:

- a. Number of units: _____
- b. Schedule of unit sizes: _____
- c. Range of sales prices or rents: _____
- d. Expected household size: _____

If the project involves **commercial** use:

- a. Type of Use: _____
- b. Number of employees: _____
- c. Square Footage of Sales Area: _____
- d. Description of Loading Facilities: _____

If the project involves a Use Permit, Variance, General Plan Amendment and / or Zoning Reclassification, you must provide written responses under appropriate headings in the Supporting Statements / Information Section (Pgs. 4-7). **Required.**

If the project involves construction or development of real property, provide all exhibits / materials required for design / development review. (See Supporting Statements / Information and Development Review Checklist on Pgs. 4-8 for additional information). **Required.**

Soil Type and Erodibility

Soil Type _____ Erosion Index _____
(See Soils Map, page vi in colored pages of this package.)

Public Notice

Applicants must submit an accurate scale map showing the subject parcel(s) and each separate lot or parcel within 300 feet of the boundaries of the subject property together with a list of the current name and address of the property owners of the listed parcels as they appear on the County Assessor's roles. **Required.**
(Not required for sign and tree permits.)

Initial Study Information

Answer yes or no to each of the following questions. Will the proposed project have an effect on any of the items listed below? Please explain the items checked yes; attach additional sheets as necessary.

Yes No

1. Change in existing features of lakes, hills or substantial alteration of ground contours?
2. Change in scenic views or vistas from existing residential areas or from public lands or roads?
3. Change in pattern scale or character of development?
4. Create significant amounts of solid waste or litter?
5. Change in amount of dust, ash, smoke, fumes or odors in the vicinity?
6. Alteration of existing drainage patterns or change in water quality or quantity of any lake, stream or ground water aquifer?
7. Substantial change in existing noise and vibration levels in the area?
8. Is the site on filled land or on a slope of ten percent or more?
9. Does the project involve the use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives?
10. Substantial change in demand for municipal services (police, fire, water, sewer, etc.)?
11. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?

Hazardous Waste and Substances

The project ☐ is ☐ is not located on a site listed by the state or county as a hazardous waste site. (Lists may be reviewed at the City Planner's office.)

Certificate

I certify under penalty of perjury under the laws of the State of California that I am ☐ the applicant ☐ an authorized agent for the applicant and that the information set forth in this application and all attachments is true and correct, to the best of my knowledge and belief.

Date

Applicant's Signature

I certify that I am the owner of the property affected by the proposed project and that I am fully aware of this application.

Date

Owner's signature if other than applicant

SUPPORTING STATEMENTS / INFORMATION

Supporting statements, drawings and other materials are **required** for specific types of permit applications in addition to the information provided in the permit application form. You must also provide written responses to the questions below for each type of permit requested in your application. You must also provide all required drawings, documents or other materials for each type of permit requested in your application.

☐ **Conditional Use Permit**

1. A conditional use permit application will not be deemed complete unless the applicant provides written responses to the following questions:

- a) Explain how the proposed project fits with other land uses in the area.

- b) Explain how surrounding properties will be protected from damage.

2. For projects where construction is proposed, the applicant must submit accurate scale drawings (3 full size copies and one copy reduced to 11" x 17"), prepared by a qualified professional (this varies depending on the type of project, however, the services of an architect, landscape architect or registered engineer should be utilized where appropriate for preparation of design and construction drawings). See the Development Review Checklist (Form Pg. 8) for a list of required exhibits. The applicant is advised to contact the City Planner at (650) 985-2590 prior to filing the application to confirm what drawings are necessary to adequately describe the project.

☐ **Variance from the Zoning Ordinance**

1. A variance application will not be deemed complete unless the applicant provides written responses to the following questions:

- a) Describe any special circumstances applicable to the property affected by the permit that make it different from other properties in the vicinity such as size, shape, topography, location or surroundings.

- b) Identify any other properties in the vicinity having the same zoning designation as the subject property which enjoy the privilege that would result from the granting of the variance requested.

- c) Explain how the public health, safety and welfare will be protected if the variance is granted.

2. Where a variance from the ordinance involves a measured distance such as the setback for a building, the applicant must include an accurate scale drawing (3 full size copies and one copy reduced to 11" X 17") showing the existing conditions of the property and identifying the area where the variance is to be applied.

☐ **Zoning Reclassification**

A rezoning application will not be deemed complete until the applicant provides written responses to the following questions. A reference copy of the Colma General Plan and Zoning Map can be reviewed in the Planning Department and in the City Clerk's office.

a) Explain how the proposed zoning will be consistent with the General Plan for the Town of Colma.

b) Explain how the public health, safety and welfare will be protected if the proposed zoning is granted.

☐ **General Plan Amendment**

A request for a general plan amendment will not be deemed complete until the applicant has provided written responses to the following questions. A reference copy of the Colma General Plan can be reviewed in the Planning Department and in the City Clerk's office.

a) Explain why the proposed change is in the best future interest of the community.

b) Explain how the proposed change will be compatible with adopted General Plan of the Town of Colma.

☐ **Subdivision Map, Parcel Map or Lot Line Adjustment**

All applications must include an accurate scaled map (3 full size copies and one copy reduced to 11"x17") prepared by a registered civil engineer or licensed land surveyor in accordance with State of California Subdivision Map Act and Town of Colma Subdivision Ordinance standards. Applicants are advised to have their civil engineer or land surveyor contact the City Engineer at (650) 794-2000 to confirm the map and submittal requirements.

☐ **Tree Removal Permit**

The applicant must provide accurate scale drawings showing: 1) Tree Removal, the subject property, the location and type of the tree(s) to be removed; and 2) Tree Replacement, the location and type of replacement trees, and an irrigation plan for the replacement trees.

☐ **Sign Permit**

The applicant must provide an accurate scale drawing (3 full size copies and one copy reduced to 11" X 17") showing the existing conditions / signage on the property and identifying the area / buildings where the proposed signage is to be located. Sign production drawings should be included showing sign faces, dimensions and placement on building elevations, pole and / or monument treatments. Applications for pole signs must include an estimate of the useful life of the pole sign and the cost to construct and erect the sign.

☐ **San Mateo County Storm Water Pollution Prevention Program**

All projects will be reviewed at the planning permit phase and again at the building permit phase for compliance with the requirements of the San Mateo County Storm Water Pollution Prevention Program. This review relates to projects that propose new construction, grading or which involve construction related activities. A list of Best Management Practices for the prevention of stormwater pollution is available from the City Clerk. Projects should be designed so as to reflect the following objectives:

1. Does the proposed development fit the terrain of the project site?
2. Is grading and site disturbance minimized?
3. Are construction activities confined to the least critical areas?
4. Are buildings clustered so as to minimize area disturbed?
5. Are impervious areas as small as possible?
6. Are natural drainage systems retained?
7. Is any increase in peak flows and total runoff maintained?

For projects over five (5) acres and particularly projects with high potential for erosion and sedimentation a Storm Water Pollution Prevention Plan (SWPPP) is required. In addition to the above considerations, the SWPPP should include:

1. A narrative description of a site specific strategy for erosion and sedimentation control.
2. Detailed drawings for the following measures where used: sedimentation control structures, energy dissipators, profiles and cross sections of swales and buffer strips.
3. A program for monitoring, maintenance and inspection of temporary erosion and sedimentation control measures.
4. A contingency plan to be implemented in case of failure of temporary control measures or in case of intense or prolonged rainfall.
5. Calculations and assumptions used to design temporary and permanent structural controls.

For projects of five (5) or more acres a Notice of Intent (NOI) and a copy of the SWPPP must be submitted to the State Water Resources Board. A copy of the NOI and SWPPP should be filed with the Colma Building Department prior to issuance of building and / or grading permits.

☐ **Irrigation Water Management Plans**

Water use for landscape irrigation purposes is regulated by state law. An Irrigation Water Management Plan (IWMP) is required for all projects where the cumulative land area of all landscaping exceeds 2,500 square feet. Exempted from these regulations are single-family homes unless constructed by a developer, and ecological restoration projects where a permanent irrigation system is not required. Cemeteries are exempt from water use regulations but they are required to maintain and repair their irrigation systems and to educate their maintenance crews to water efficiently. The IWMP is typically prepared by a landscape architect or contractor for submittal to the City along with the detailed landscape and irrigation plans for a project.

For projects in Colma, the maximum amount of water, from public and private sources, that can be used for landscape irrigation purposes is twenty (20) gallons per square foot per year. An additional three (3) gallons per square foot per year can be added to account for rainfall. Landscape and irrigation plans must identify the type of watering devices to be used, the volume of water to be delivered by each device, a seasonal irrigation schedule and an annual total for irrigation water that will be used. Guidelines for preparing Irrigation Water Management Plans are available from the City Clerk.

☐ **Building Code Compliance Analysis**

Applications for new development and those for new uses in an existing building are required to include a building code analysis to verify the intended building is suitable for the type of use that is proposed. Applications will be rejected, as incomplete, if the existing or proposed building does not meet standards for the proposed use. Regardless if a building can be shown to comply with the building code, the application could be denied if it is determined that the proposed use would be incompatible with other uses in the vicinity.

☐ **Other Agency Permits**

In addition to permits from the Town of Colma, approval by one or more of the following agencies may be required for your project. The applicant is responsible for contacting the appropriate agency and obtaining the required permits licenses or other entitlements. Check those which may require review of the application.

_____ Bay Area Air Quality Mgmt. District.
939 Ellis Street
San Francisco, CA 94109

_____ CalTrans
P.O. Box 23660
Oakland, CA 94623-0660

_____ Colma Fire District
50 Reiner Street
Colma, CA 94014

_____ Colma Lighting District
Director of Public Works
County of San Mateo
10 Twin Dolphin Drive Suite C-200
Redwood City, CA 94065-1065

_____ U.S. Army
Corps of Engineers
211 Main Street
San Francisco, CA 94105

_____ San Mateo County Flood Control District
Director of Public Works
County of San Mateo
10 Twin Dolphin Drive Suite C-200
Redwood City, CA 94065-1065

_____ San Francisco Bay Area
Regional Water Quality Control Board
2101 Webster Street Suite 500
Oakland, CA 94612

_____ California Water Service
80 Chestnut Street
South San Francisco, CA 94083

_____ South San Francisco Sewer Department
400 Grand Avenue
South San Francisco, CA 94080

_____ North San Mateo County Sanitation District
153 Lake Merced Boulevard
Daly City, CA 94015

_____ State of California
Department of Fish & Game
P.O. Box 47
Yountville, CA 94599

_____ Pacific Gas and Electric
450 Eastmoor
Daly City, CA 94015

_____ State of California
Department of Environmental Health
County Government Center
Redwood City, CA 94063

_____ City / County Association of Governments
10 Twin Dolphin Drive Suite C-200
Redwood City, CA 94065-1065

DEVELOPMENT REVIEW CHECKLIST

For projects which propose construction of new buildings, the following is a checklist for exhibits that may be required during the development review process. The initial discussion with the City Planner should give the applicant an idea as to all items that would be appropriate for a specific project or permit request. In certain situations additional exhibits, materials or studies may be required after initial review of the application by City staff. **For applications which relate to a PD or DR project all items are required.** For conceptual review, a preliminary site plan (with project statistics), a conceptual grading plan, conceptual elevations and floor plans are necessary.

For application submittal:

- ☐ 1) **Site Plan, including the following:**
 - ☐ Scale, north arrow.
 - ☐ Vicinity map.
 - ☐ Property boundary, existing topography, drainage courses and landscape.
 - ☐ Proposed buildings, streets (public / private), driveways, parking, refuse enclosures and sidewalks with pad and / or finish surface elevations. (Show typical required setbacks).
 - ☐ Proposed vehicular / man gates, perimeter walls and fencing.
 - ☐ Project statistics including but not limited to: no. of units / density (du/ac, pers./ac), amount of gross square feet for each type of use, lot coverage (bldgs., hardscape, open space / landscape), off-street parking, private / common open space.
- ☐ 2) **Schematic Architecture, including the following:**
 - ☐ Proposed floor plans for all levels of all buildings.
 - ☐ Elevations for all buildings and structures. Show building heights, roof pitch and vertical separation between finish floor and adjacent grade
 - ☐ Design drawings for any accessory structures such as trellises, patios or trash enclosures.
 - ☐ Proposed building face signage.
 - ☐ A colors and materials board.
- ☐ 3) **Conceptual Landscape Plan, including the following:**
 - ☐ All existing landscape with designations for elements to be retained and / or removed.
 - ☐ All proposed landscape including trees, shrubs and ground cover or turf areas. (Indicate type(s), sizes and quantities).
 - ☐ Depict all flatwork including driveways, walkways, patios and decks with typical dimensions, materials and any special enhancements.
 - ☐ Locations and typical elevation / detail for all gates, fences and walls.
 - ☐ Monument and / or wall mounted signage.
 - ☐ Location and typical detail for street and walkway lighting.
 - ☐ Any accessory structures such as trellises, arbors, portals and group mailboxes.
 - ☐ Landscape and other screening treatments for transformers, back flow prevention devices, air conditioner compressors, group meter locations and trash enclosures.
- ☐ 4) **Preliminary Grading Plan, including the following:**
 - ☐ Incorporate the proposed site plan.
 - ☐ Property boundary, topography, existing on-site landscape and structures and buildings on both the project site and surrounding parcels within 30 feet of the project site.
 - ☐ Public rights of way, streets, alleys, sidewalks, medians (breaks), fire hydrants, telephone poles, traffic signals, street lights, cross walks and bus stops within 100 feet of the project site.
 - ☐ Proposed street spot elevations, grades and grade breaks.
 - ☐ All building pad, finish floor / surface elevations and their relation to the 100 year flood elevation.
 - ☐ Conceptual drainage plan with detention area location and tie in to off site drainage facilities
 - ☐ Sewer, water, gas, electrical and other utility off-site tie ins and proposed on-site infrastructure.
 - ☐ The location of all retaining walls (heights) and cut / fill slopes (heights and gradients).
 - ☐ Conceptual erosion and sediment control plan.
 - ☐ Draft Geotechnical Investigation Report (stamped and signed).